

September 13, 2001

02-031

RATIFICATION OF PURCHASE ORDER CONTRACTS
ISSUED EXCEEDING THE \$50,000 FORMAL PROCESS
LIMITATION

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL
RESPONSIBILITY: Various Departments

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
Jesus "Jess" Carreon, President

REPORT: Per Board Policy B703, the Board of Directors must approve all procurement contracts in excess of \$50,000 that are not for required expenses that lack acquisition choices, such as utility payments, PERS contribution payments, and state and federal tax payments.

Many annual purchase order (PO) type procurement contracts exceed \$50,000, yet they are not the result of the typical formal Bid or RFP processes that regularly receive Board approval. The PO contracts listed below are all exempt from competitive bidding for the reasons noted, however, they do still require Board approval.

RECOMMENDATION: That the Board of Directors ratify the Purchase Orders issued for the procurement contracts listed:

<u>Department</u>	<u>Vendor</u>	<u>PO Amount</u>
Physical Plant	Clark Security Products	\$ 90,000*
Community Ed.	Education To Go	50,000**
Community Ed.	Team Oregon-MC Safety	60,000**
Automotive	G.O. Garage Parts	59,000***

* based on State of Oregon Contract for security hardware

** contracted instructional services, exempt per PCC
Purchasing Rule #300.170(1)

***items for resale, exempt per PCC Rule #200.110